

Government of Pakistan
FINANCE DIVISION
(HRM Wing)
(Quality Assurance – I Section)


C I R C U L A R

Subject:- **CALL FOR NOMINATIONS FOR TRAINING COURSES AT STI, ISLAMABAD**

Secretariat Training Institute (STI), Islamabad, vide its O.Ms F.No.2-3/2018-EP dated 23-07-2018 and F.No.2-4/2018-EP dated, 26-07-2018, has invited nominations for the following **part-time** training courses:-

S.#.	Course Name	Dates & Time	For whom	Date of Submission to QA-I
i)	Part-Time Course on "Official Urdu"	03-09-2018 to 07-09-2018 (0900 to 1100 hours)	For Officers (BPS-17 -19)	24-08-2018
ii)	Microsoft Power Point 2013/2016	10-09-2018 to 14-09-2018 (0900 to 1130 hours)	For Officers (BPS-17 -19)	24-08-2018

2. Interested officers of Finance Division are requested to forward their nominations on or before the given dates for the scheduled training courses only recommended by the AFS / head of the Wing concerned to QA-I Section.


(Ishtiaq Ahmad)
Section officer (QA-I)
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All AFSs/Sr.JSs/EA/JSs/FAs/CF&AO/DSS/DFAs/SOs & equivalent, Fin. Div, Ibd
Finance Division's u.o Note F.3(3)QA-I/2014 dated 07-08-2018

Copy to:

- Mr. Faheem Anwar, Webmaster, EA Wing with the request to upload the circular for information on Finance Division's website.